

## **Directions for Completing Forms I-1, I-2 and I-3** **(Please complete only one form.)**

### **Child Care Funding (Forms I-1 and I-2):**

1. Enter in Column (1) the number of child care slots your project will be filled by age and length of day. Refer to the Site Information Forms (E) and (G). The numbers entered in Column (1) must be consistent with the projected service levels represented by the capacity and projected numbers of children enrolled on the Site Information forms.
2. In Column (4), enter days of operation on each line that has a number entered in Column (1). Refer to the Calendar, Form (H). The days of operation should be consistent with the Calendar. **Include planned days of operation for both school year and summer school or extended year.**
3. For each line that has a number entered in Column (1), multiply the number in Column (1) by the number in Column (4) by the number in Column (5) by the number in Column (6). Enter the product in Column (7). It will show the possible earnings for each category of child days of enrollment.
4. Total the Projected Earnings in Column (7). **This is the maximum possible child care funding your program can earn in fiscal year 2003-04 at the projected service levels in Column (1).**

### **Student Support Services (Forms I-1 and I-2):**

1. Based on the information you know about your program, the number of students presently enrolled, the attendance levels, etc., project the number of Cal-SAFE student ADA you expect to generate in the next fiscal year. Enter this number in Column (8).
2. Multiply the projected ADA by the student support funding amount (\$2,370) and enter the product in Column (10). **The product is the maximum possible student support funding your program can earn in fiscal year 2003-04 based on the ADA projected in Column (8).**

### **County Self-Contained Classroom (Form I-2 only):**

1. These instructions are for Form I-2 only (county offices of education that converted to the Cal-SAFE funding model that operate self-contained programs in a county operated school). The revenue limit can be claimed at the statewide average only for Cal-SAFE students who are not claimed for any other ADA, such as ROP, Court and Community Schools, etc.
2. Enter into Column (11) the number of Cal-SAFE student ADA you expect to generate in this category.
3. Multiply the Projected Service Level ADA Column (11) by the revenue limit funding amount (\$5,483) and enter the product in Column (13). **The product is the maximum possible student academic funding your program can earn in fiscal year 2003-04 based on the ADA projected in Column (11).**

**County Office Non-Converting Funding (Form I-3 only):**

1. The remaining instructions are for Form I-3 only. If your program is a county office that has not converted to the Cal-SAFE funding model, use Form I-3. Based on the information you know about your program, the number of students presently enrolled, the attendance levels, etc., project the number of Cal-SAFE student ADA you expect to earn in the next fiscal year. Enter this number in Column (14). Enter the assigned County Cap for non-converting ADA in Column (15). Enter your county's assigned revenue limit in Column (16).
2. If the County Cap Column (15) is equal to or greater than the Projected Service Level Column (14), multiply the Projected Service Level by the Assigned Revenue Limit (Column 16) and enter the product in Column (17).
3. If the County Cap Column (15) is less than the Projected Service Level Column (14), multiply the County Cap by the Assigned Revenue Limit (Column 16) and enter the product in Column (17).
4. The product is the maximum possible funding pursuant to Education Code Section 2551.3 your program can earn in fiscal year 2002-03 based on the ADA projected in Column (14). **This funding is used for academic services, support services and child care. This is the amount of funding that will come as non-converting funding.**

**Child Care Funding for Non-Converting Counties (Form I-3 only):**

1. Enter in Column (1) the number of child care slots you project will be filled by age and length of day. Refer to the Site Information Forms (E) and (G). The numbers entered in Column (1) must be consistent with the projected service levels represented by the capacity and projected numbers of children enrolled on the Site Information forms.
2. In Column (4) enter days of operation on each line that has a number entered in Column (1). Refer to the Calendar, Form (H). The days of operation should be consistent with the Calendar.
3. For each line that has a number entered in Column (1), multiply the number in Column (1) by the number in Column (4) by the number in Column (5) by the number in Column (6) and enter the product in Column (7). Total the dollar values in Column (7) and enter at the bottom of Column (7).
4. If the Projected Service Level ADA Column (14) is at or less than the county cap Column (15) and you are not claiming Cal-SAFE ADA generated in non-county classroom settings, then the total dollar value of the child care funding at the bottom of Column (7) is to give you an estimate of how much of Cal-SAFE funding should go to child care costs. This information may help you know when to convert to the Cal-SAFE funding model.
5. If the Projected Service Level Column (14) is greater than the county cap Column (15) and/or you are claiming Cal-SAFE ADA generated in non-county classroom settings, then subtract Column (15) from Column (14). If subtracting Column (15) from Column (14) yields a negative number, then enter Cal-SAFE ADA generated in non-county classroom settings in Column (8). If subtracting Column (15) from Column (14) yields a positive number, then add Cal-SAFE ADA generated in non-county classroom settings, if any, and enter in Column (8).

6. Add Column (14) to Column (8) and divide into Column (8) and enter in Column (18). This will give the ratio of ADA over your county cap to the total Cal-SAFE ADA.
7. Transfer the total dollar value at the bottom of Column (7) to Column (19). Multiply Column (18) by Column (19) and enter the product in Column (20). **This will be an estimate of the projected Child Care Earnings in addition to the non-converting funds.**

**Non-Converting County Student Support Services (Form I-3 only):**

1. If the Projected Service Level (14) is greater than the County Cap (15), then find the difference, add Cal-SAFE ADA generated in non-county classroom settings, and enter in Column (8).
2. Multiply Column (8) by Column (9) and enter the product in Column (10). **This is the Projected Student Support Services earnings above the non-converting funds.**

**Non-Converting County Self-Contained Classroom Funding (Form I-3 only):**

1. If the Projected Service Level (14) is greater than the County Cap (15), then enter the difference in Column (11).
2. Multiply Column (11) by Column (12) and enter the product in Column (13). **This is the Projected Revenue Limit Funding above the non-converting funds.**